General Programmatic Terms and Conditions (PTC) for the Discovery Research K-12 (DRK-12), (NSF 08-502) Cooperative Agreements

1. **Key Personnel:** Except for the Principal Investigator(\s) (PIs) or Co-PIs identified in this award, requests to make any changes to personnel, organizations, and/or partnerships specifically named in the proposal, that have been approved as part of this award, shall be submitted in writing to the cognizant NSF Program Official for approval prior to any changes taking effect. Requests for prior approval of changes to the PI(s) must be submitted through FastLane for review by the cognizant NSF Program Official and approval by an NSF Grants Officer.

2. **Project Description:** The DR-K12 Resource Network will provide assistance for projects funded under the DRK-12 program in areas, such as research and development methods, implementation, and analysis procedures; synthesis of findings across the DRK-12 portfolio of projects; and dissemination of the research and development contributions of the DRK-12 program.

    It will assist to build the DRK-12 community through individual consultation, focus groups, in-person and thematic meetings, PIs meetings, and a web portal; workshops on specific topics, such as development, pilot testing, validation, and research methods; promotion of instrument-sharing across projects; or other activities that address interests and concerns across the DRK-12 program.

    The DRK-12 Resource Network will conduct thematic research and evaluative studies, including suitable research designs to test various evaluative questions about themes within the program, or synthesis and analysis of instrumentation used in DRK-12 projects. In addition, the DR-K12 Network will interface with other DRL Resource Networks in order to share learnings and collaborate on meetings and support activities.

3. **Project Governance:** The Awardee will ensure that an efficient and effective project governing structure is in place throughout the award period to support all critical or significant project activities.

    The Awardee will conduct the work by establishing the DRK-12 Resource Network. The Network is designed to support the goals of the DRK-12 program as described in Program Solicitation NSF 08-502.

PIs and Key Personnel are responsible for:

- The PI and Co-PIs compose the Senior Leadership Team, which will ensure the intellectual integrity of the Network, and provide strategic direction for its development and operation.

- The PI will manage the award in accordance with the NSF policies and the Terms and Conditions of this Cooperative Agreement; make operating decisions in consultation with Co-PIs, supervise the Network Project Manager, and serve as liaison to NSF. The PI is also responsible for the conceptualization and design of the Technical Assistance strand, and will provide advice and consultation on the portfolio analysis, evaluative studies, dissemination, and the Network evaluation.

- The Co-PIs will be responsible for leading the portfolio analysis and dissemination components of the DRK-12 Network, and ensuring integration among these and the technical assistance component.

- The Project Manager is responsible for day-to-day management, planning meetings, supporting the work of the Network strands, and preparing programmatic progress reports and expenditure reports for NSF.

4. **Governing Responsibilities:** The Awardee will ensure efficient and effective performance of all project responsibilities by the governing components throughout the award period.

5. **Reporting Requirements:** The Awardee will provide ad hoc and regular reports as designated by the NSF cognizant Program Official with content, format, and submission time line established by the NSF cognizant Program Official. The Awardee will submit all required reports via FastLane using the appropriate reporting category; for any type of report not specifically mentioned in FastLane, the Awardee will use the "Interim Reporting" function to submit reports.

The Awardee will provide reports as follows:

- Five-Year Strategic Management Plan: The Awardee will submit a draft version of a five-year strategic management plan within three months of the effective date of this award specifying objectives, activities, progress benchmarks, and deliverables for the cognizant Program Director's comments and suggestions. The awardee will submit a final version of this strategic plan six months after the effective date of this award.

- Five-Year Evaluation Plan: The Awardee will develop a five-year evaluation plan including both formative and summative assessment aspects with substantial breadth and depth within six months of the

effective date of this award. The plan must clearly describe the specific goals, strategies and activities, expected outputs, and pursued outcomes. It should detail the type of data to be gathered, and appropriate metrics to assess both the implementation process and the overall impact of the project, consistent with the deliverables and metrics delineated in the "Five-Year Strategic Management Plan".

- Annual Reports: The Awardee will submit an annual progress report specifying major accomplishments according to the project's goals, objectives, and deliverables identified in the "Five-Year Strategic Management Plan".

- Interim Reports: The Awardee will submit written mid-year interim progress reports on the technical assistance, portfolio analysis, and dissemination strands as needed and requested by the cognizant Program Director.

- Expenditures Reports: The Awardee will submit a written report every six months during the five-year duration of the project on the actual expenditures of the project-approved budget.

- All major DRK-12 Resource Network's events and large-scale products require prior approval by the cognizant Program Director

6.   **Ongoing Management and Oversight:** The Awardee will ensure full commitment and cooperation among the governing structure components, and all project staff during all ongoing DRL project management and oversight activities. The Awardee will ensure availability of all key institutional partners during any desk or on-site review as well as timely access to all project documentation.

Meetings: The PI will communicate quarterly with the cognizant Program Director to review progress of the project in achieving its goals. Meetings may occur on the phone or other venues as schedules permit.

Reverse Site Visits: The Awardee will participate in several reverse site visits at NSF's headquarters over the five-year duration of the project to report on the progress and potential challenges, and to identify possible modifications to the scope of work. Dates for the reverse site visits will be agreed upon in consultation with the cognizant Program Director.